

## OFFICE OF ADMINISTRATIVE LAW

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Susan Lapsley, Director



October 31, 2008

Chief Counsels  
Regulation Coordinators

Re: 2009 Rulemaking Calendar and Legislative Reporting Requirements

We would like to take this opportunity to remind you that Government Code section 11017.6 requires every state agency responsible for implementing a statute that requires interpretation pursuant to the Administrative Procedure Act to prepare, by January 30, a rulemaking calendar for that year. The rulemaking calendar must be (1) prepared in accordance with the format specified by the Office of Administrative Law (OAL), (2) approved by the head of the department or, if the rulemaking agency is an entity other than a department, by the officer, board, commission, or other entity which has been delegated the authority to adopt, amend, or repeal regulations, and (3) published in the California Regulatory Notice Register (Notice Register). (Gov. Code, § 11017.6.)

We are enclosing two forms for providing the information required by Government Code section 11017.6. Schedule A is for proposed regulations implementing statutes enacted during 2008. Schedule B is for proposed regulations implementing statutes enacted prior to 2008. The forms can also be downloaded from our website at [www.oal.ca.gov](http://www.oal.ca.gov).

Also, please be aware that Government Code sections 11017.5 and 11017.6(b) contain other requirements for state agencies to submit certain information to the Legislature when implementing new programs or statutes.

Each year, OAL compiles all of the individual agency rulemaking calendars into one calendar for publication, distribution, and posting on our website. The Rulemaking Calendar will be reproduced for publication exactly as received, so it is important to send us a final document. *Please remember to fill in your agency name in the top heading on the form.* To aid us in publication, we request that you submit your Rulemaking Calendar on a diskette, CD, or via e-mail to [mfong@oal.ca.gov](mailto:mfong@oal.ca.gov).

Please submit your completed Rulemaking Calendar to OAL on or before **February 13, 2009**.

If you have any questions, please contact me at (916) 324-7952 or by e-mail at [mfong@oal.ca.gov](mailto:mfong@oal.ca.gov). You may also contact our Reference Attorney at (916) 323-6815 or at [staff@oal.ca.gov](mailto:staff@oal.ca.gov).

Thank you for your attention to these matters.

Sincerely yours,

**[original signed]**

Melvin Fong  
Legal Analyst

Attachments